1	TOWN OF LITCHFIELD			
2	PLANNING BOARD MEETING			
3				
4	Held on October 4, 2011			
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6	Minutes approved $-10/18/2011$			
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8 9	The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday October 4, 2011 at 7:00 p.m.			
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11	MEMBERS PRESENT: Leon Barry (Chairman), Michael Croteau, Barry Bean, Frank			
12	Byron (Selectmen's Representative), Russell Blanchette, Thomas Young			
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14 15	MEMBERS ABSENT: Bob Curtis (Vice Chairman), Joel Kapelson (Alternate)			
16	ALSO PRESENT: Steven Wagner (NRPC Senior Planner), Joan McKibben			
17	ALSO I RESERVI. Steven wagner (IVRI & Schiol Flamier), Joan Wertboom			
18	CALL TO ORDER			
19	Mr. Barry called the meeting to order at 7:00 p.m. He introduced the Board members and			
20	joined them in the Pledge of Allegiance. Ms. McKibben arrived at 7:01 p.m.			
21	M.D. (I. 1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1			
22	Mr. Barry outlined what had been discussed at the last meeting for the benefit of Mr.			
23	Wagner before moving on with the evening's business.			
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25	1. Continuation of Discussion on Workforce Housing			
26	Ms. McKibben reported she had seen homes in Town for sale at around \$170,000			
27	and questioned how the Town can tell if it is necessary to develop an ordinance with			
28	respect to Workforce Housing. There followed a discussion in which Mr. Byron			
29	stated it is not an absolute number. There followed further discussion which			
30	clarified that the requirements for workforce housing are based upon median income			
31	and house price. Mr. Wagner clarified that the area income comes from the			
32	Department of Housing and Urban Development (HUD) and quoted from the statute			
33	on Workforce Housing (RSA 674:58-61). There was further discussion and Mr.			
34	Barry stated he would like to finish reviewing the draft ordinance.			
35				
36	Zoning Ordinance Review – Inclusionary Housing (continued from previous			
37	meeting):			
38	Section 475.6.0: General Requirements of Affordable Units: Mr. Byron informed			
39	Mr. Wagner that the Board was unsure at the last meeting why definitions of terms			
40	appeared within this section when they did not appear anywhere else in the			
41	document.			
42				
43	Section 475.6.1: Dwelling Style and Appearance: Mr. Barry suggested using plain			
44	language, and there followed a discussion of amendments the Board felt were			
45	necessary.			
46	necessary.			
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Section 475.6.2: Construction Schedule and Phasing: The Board discussed why the
first sentence in this section which relates to scheduling was in the ordinance at all.
Mr. Barry pointed out oftentimes there is a lottery for workforce housing therefore
there is no issue selling them. Mr. Wagner clarified for Mr. Blanchette that the
statute only requires there be an opportunity for workforce housing if a developer
wishes to build them. There was a discussion with respect to water accessibility and
availability which would limit or restrict building in some areas.

Mr. Wagner suggested taking a look at items the Board wants excluded or include and he can rewrite accordingly, and Mr. Barry stated he would prefer to continue to go through the ordinance section by section.

Section 475.6.3: Certification of Eligible Households – Purchase/Rent: Mr. Wagner clarified that a third party administrator as approved by town counsel had been suggested to monitor proof of income and assets for applicants.

Section 475.7.0: Assurance of Continued Affordability: Responding to a query from Mr. Barry with respect to a 30 year term, Mr. Wagner stated he had used a NH affordability covenant in putting this together. Mr. Byron pointed out that assessment by an assessor would also be a restriction for the Town and Mr. Barry agreed to investigate this.

Action: Mr. Barry

There followed a discussion with respect to a third party administrator in which Mr. Byron suggested putting the onus for this on the developer rather than the Town.

Mr. Barry requested tabling further discussion on 475.7 until he has managed to speak to a developer who has experience in building workforce housing.

Ms. McKibben requested confirmation on the following amendments:

Total removal of Section 475.5.4

• Density in section 475.5.3: Incentives should be half an acre per dwelling unit.

Mr. Barry agreed to also discuss with his contact what his experience is with respect to who is responsible for administering and monitoring applications.

Mr. Barry confirmed that Ms. McKibben should add further discussion on the topic to the agenda of the next meeting.

2. Impact Fee Review per Litchfield Zoning Ordinance sections 1309.00 and 1410.00 Schedule Hearing for proposed changes (8:01 p.m.)

It was agreed that Ms. McKibben would send Mr. Wagner the dollar amount of the School impact fees and what has been spent for CHS.

Mr. Wagner handed out four documents on impact fees, stating the initial draft of the fee schedule needs to be available by Friday in order to meet the advance notice

1 requirements of the public hearing on the subject. The documents handed out were 2 as follows: 3 Letter to the Board of Selectmen from the Planning Board with respect to the 4 2011 review of impact fees 5 Litchfield cost escalator factor calculation for 2011-12 Impact Fee Schedule 6 Table 1 – 2011-12 Public School Facilities & Public Capital Facilities Impact 7 Fee Schedule 8 Table 2 – 2011-12 Public Road System Impact Fee Schedule 9 10 There followed a discussion with respect to school impact fees and the documents 11 handed out by Mr. Wagner as follows: 12 13 Table 1 14 Mr. Barry queried the rate for the schools and Mr. Wagner suggested removing the 15 elementary school from the schedule completely until the School Board comes back 16 with justification or some other proposal. 17 18 There was a discussion relative to the amount which has been encumbered in impact 19 fees, as well as a discussion relative to obtaining the record of what has been spent 20 on the elementary school side. Ms. McKibben agreed to ascertain the balance of the 21 fund. 22 23 Mr. Barry asked what the feeling of the Board was with respect to Mr. Wagner's 24 suggestion to remove the elementary school from the schedule. 25 Discussion: 26 Mr. Byron provided figures for the balance in each of the funds. 27 Ms. McKibben reported there have only been 11 building permits this year, 10 of 28 which are for older persons who do not pay school impact fees. 29 30 The Board held a discussion with respect to the impact of removing the elementary 31 school from the schedule. Mr. Barry then polled the Board for their opinion: 32 Mr. Blanchette - yes 33 Mr. Young - ves Mr. Croteau – yes 34 35 Mr. Byron – yes 36 Mr. Bean - yes 37 38 Mr. Barry stated he would entertain a motion confirming the direction of the Board. 39 **MOTION:** by Mr. Bean 40 Move that the Litchfield Planning Board does hereby suspend the new elementary 41 school adjusted rate from the impact fee schedule for 2011/2012 until such time as 42 the School District demonstrates a need for it to be reinstated.

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SECOND: Mr. Croteau

1	Discussion:			
2	Mr. Wagner confirmed for Mr. Barry that those listed in table 1 are the only impact			
3	fees to be adjusted at this time.			
4				
5	The Board discussed whether it was viable to include the recycling center in the			
6	impact fee schedule. Mr. Byron reported that anything which has not been included			
7	in the Town's Master Plan cannot be included in the impact fee schedule, and Mr.			
8	Wagner stated now would be a good time to review the Master Plan as there is new			
9	Census data available.			
10	VOTE: 6-0-0			
11	The motion carried unanimously.			
12	·			
13	Mr. Wagner stated he would strike the elementary school from the fee schedule as			
14	agreed by the Board.			
15	Action: Mr. Wagner			
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17	Ms. McKibben queried the sum of the amounts under retail on Table 2, and there			
18	followed a discussion with respect to other items on the table and what affects or is			
19	taken into consideration when setting the fee. In response to a query from Mr. Barry,			
20	Mr. Wagner reported the calculations for the fees are set in the ordinance and he			
21	explained that the escalator factor is a multiplier for inflation as the Town has gone a			
22	decade without adjusting fees.			
23	decade without adjusting fees.			
24	Mr. Wagner stated he would update the letter from the Board to go with the fee			
25	schedule, assuming nothing else changes, for the hearing.			
26	benediate, assuming nothing else changes, for the nearing.			
27	Time stamp: 8:52 p.m.			
28	1 mile 5 minp. 0.02 p.m.			
29	Mr. Barry initiated a discussion and question and answer session with respect to the			
30	format and process for hearings.			
31	5			
32	MOTION: by Mr. Blanchette			
33	Move that the Litchfield Planning Board does hereby approve the Impact Fee			
34	Schedule in Table 1 and Table 2 and agrees these should be put forward for the			
35	public hearing as amended.			
36	SECOND: Mr. Young			
37	VOTE: 6-0-0			
38	The motion carried unanimously.			
39	The motion curried unumnously.			
40	Mr. Wagner offered to update the material with agreed amendments and forward it to			
41	Ms. McKibben prior to Friday for posting with the notice of the meeting.			
42	1.10. 1.1012100011 prior to I riday for posting with the notice of the incetting.			
43	There followed a discussion with respect to preparation for the hearing on October			
44	18, 2011.			
45	10, 2011.			

1 Ms. McKibben agreed to provide figures on how much the school has spent so far, 2 and to inform Mr. Martin of the Board's decision to suspend the elementary impact 3 fees. Mr. Wagner suggested Ms. McKibben also obtain information on enrolment 4 trends. There followed a discussion on the growth of the Town and enrolment trends 5 for GMS.

Action: Ms. McKibben

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3. Approve Minutes

Ms. McKibben confirmed for Mr. Barry that she had not had a response to the letter which was sent to Mr. Kapelson. Mr. Byron agreed to bring the matter of Mr. Kapelson's removal from the Board forward at the Board of Selectmen meeting and to have a hearing scheduled.

12 13 14

Ms. McKibben agreed to obtain the language from Mr. Curtis relative to the amendment he suggested in the Workforce Housing ordinance, Section 475.1.0, Purpose and insert it into the minutes.

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MOTION: by Mr. Barry

Move to the minutes of the Litchfield Planning Board's meeting of September 20,

19 20 2011 as amended 21 **SECOND:** Mr. Bean

22 **VOTE:** 6-0-0

The motion carried unanimously.

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Any Other Business (9:35 p.m.)

Mr. Byron provided the Board with an update on the 2012 budget with feedback from the last Board of Selectmen meeting.

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In response to a query from Ms. McKibben relative to what the Planning Board needs for the gravel pit, Mr. Wagner suggested an invitation to advise the Board on how to proceed as overseer would be required.

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Escrow Accounts: Ms. McKibben queried the amount of money which should be requested to continue escrow accounts and there followed a discussion. It was agreed Ms. McKibben would write to several of the applicants and request further funds in the amount of \$2.500.

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Action: Ms. McKibben

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Mr. Barry asked whether there is a time frame within which building was required after the Board has approved an application, and there followed a discussion in which it was confirmed that substantial development is required to begin within the first year or the application falls under any new building / zoning changes which come into effect.

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45 **MOTION:** by Mr. Bean 46 Move to adjourn the meeting

1	SECOND: Mr. Young	
2	VOTE: 6-0-0	
3	The motion carried unanimously.	
4	Th	
5	There being no further business before the Board, the	meeting adjourned at 9:50 p.m.
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8		
9		Leon Barry, Chairman
10		Leon Barry, Chairman
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12		Bob Curtis, Vice Chairman
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15		Frank Byron, Selectman
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18		Barry Bean
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21		Michael Croteau
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24		Thomas R. Young
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27		Russell Blanchette
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29	Minutes taken by: Sandra Maxwell, Recording Sec	retary
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